

<b>DHR</b>		<b>1. GEORGIA DEPARTMENT OF HUMAN RESOURCES</b>		<b>ARCHIVES AND HISTORY</b>	
Application Date <b>5/17/85</b>		Administrative Services Division Office of Regulatory Services Day Care Licensing Section 878 Peachtree St. NE Atlanta, Georgia 30309		Application Number <b>85-56</b>	
Application Number <b>85-3</b>				Date Received <b>JUN 10 1985</b>	
				Date Completed <b>JUL 03 1985</b>	
2. Person to Contact <b>Richard Tolcher</b>		Working Title <b>Special Services Unit Director</b>		Telephone Number <b>894-4767</b>	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series Earliest <b>1984</b>		5. Records Series Title (followed by title used in office; if different) <b>continuing Facilities Criminal Records Check Application File</b>			
Latest					
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <p>The Administrative Services Division provides the program direction and coordination of the specialized functions which support the Department's internal operations and legal environment through the Offices of Administrative Appeals, Audits, Child Support Recovery, Financial Services, Fraud and Abuse, Personnel Administration, Regulatory Services, and Support Services.</p> <p>The Office of Regulatory Services is responsible for the development of standards, inspection, monitoring, licensure, and certification of health care facilities, laboratory facilities and child care/child placing facilities. Also, the Office supports the operational needs of the Clinical Laboratory, Blood Bank and Tissue Bank Committee and the Human Research Review Board.</p>					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. <p>Documents relating to: researching and recording the criminal history of directors and employees of all types of Child Care Facilities and Personal Care Homes.</p> <p>Included are: Form 5579 (2/85)- Records Check Application, which acknowledges the applicants' understanding of the Official Code of Georgia Title 49, Chapter 5, Section 60 et. seq. (Child Care) or Georgia Code Title 31, Chapter 7, Section 250 et. seq. (Personal Care); which requires a criminal records check for directors and employees of facilities licensed by the Georgia Department of Human Resources. This form also authorizes the Department of Human Resources to access any criminal history information which can be legally accessed and records the results. Affidavit which records applicants' conviction of any laws in any state excluding parking violations. U.S. Printing Office FD-258 (R. 12/29/82), which records imprints of fingers for identification and analysis by the Georgia Bureau of Investigation and the Federal Bureau of Investigation.</p> <p style="text-align: right;">(See Continuation Page)</p> <p>The file is arranged: by type of applicant, director or employee, then alphabetically by last name of applicant.</p>					
8. Monthly Reference Rate One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ?					
How often are records referred to which are: <b>New Series - not applicable</b>					
9. Annual Rate of Accumulation or Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____					

b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.

X

Ga Code Ann. 35-3-34, 35-3-38 ml

X

c. Is this a vital record?

X

d. Does this series have historical or long term research value?

X

e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?

X

f. Is the information contained in this series ever published? If yes, attach copy.

X

g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.

X

h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?

X

i. Is this series (or a major portion of it) regularly microfilmed?

X

j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | 7 years.     |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Administratively, this file series is necessary to document compliance with Georgia Code 49-5-60 and 31-7-250; which require the Department of Human Resources to perform a complete criminal records check of directors and employees of Child Care Facilities and Personal Care Homes. A satisfactory records check is required to operate or be employed in a facility.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then

☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then

☒ Transfer to State Records Center; hold 6 year(s); then

☒ Destroy

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulation of records for this series title.

Signature	Date	Signature	Date
DHR Office/Division - Director/Designee		DHR Records Management Supervisor	
<i>W. S. Sprinkle</i>	5/16/85	<i>Elizabeth W. Crank</i>	5/22/85
		ELIZABETH W. CRANK, CRM - RMA	
DHR Section/Unit - Chief/Supervisor/Designee		DHR Records Management	
<i>Richard P. Toldrie</i>	5/16/85	<i>Paul T. Murphy</i>	5/19/85
		PAUL T. MURPHY, RMT	

#### STATE RECORDS COMMITTEE

Retention recommendations in paragraph 12 are approved - If not approved, please attach a letter of explanation.

State Auditor/Designee

Secretary of State/Designee

Attorney General/Designee

Signature

Date

*Edward Ueland*

6/13/85

(Reverse Side)

7. Included are: Computer printout from the Georgia Crime Information Center (GCIC), which lists the known criminal history of an applicant. Criminal records reports (rap sheets), which detail the criminal history of an applicant; supporting information from law enforcement agencies and related correspondence.